



---

## **Request for Qualifications**

Traffic Engineering & Design Services

Title: BL-0074 U.S. Highway 17 Pedestrian Crossing Project

Date of Issue: February 1, 2024

Submission Deadline: Tuesday, March 5, 2024, at 3:00 p.m.

## Project Information

Pursuant to N.C. General Statute § 143-64.31, the Town of Leland is soliciting submittals from NCDOT prequalified Firms interested in providing professional, civil engineering, environmental, surveying, geotechnical consulting services, and construction administration (a "Service" or "Services", as the case may be) associated with the preliminary engineering, right of way, advertisement and bidding, and preparation of final construction documents of North Carolina Department of Transportation ("NCDOT") Local Program's Surface Transportation Block Grant - Direct Attribute ("STBG-DA") BL-0074 U.S. Highway 17 Pedestrian Crossing ("Project"). Firms are required to submit NCDOT prequalification for all Services including subconsultants who are permitted under this contract. Firms should have the ability to deliver the Services on time, on budget, within the criteria and constraints identified by this document. This Request for Qualifications ("RFQ") provides complete information on the Services being sought, the submittal requirements, and timeline.

**All submittals must be received electronically, by mail, or hand-delivery by 3:00 p.m. on March 5, 2024.** Inquiries, amendments, or submissions received after the time and date listed above shall not be considered for evaluation.

Questions, requests for information (RFI), and submittals to this RFQ shall be addressed and delivered electronically, by mail, or hand-delivery to:

Christie Schreckengost, Project Manager  
102 Town Hall Drive  
Leland, NC 28451  
cschreckengost@townofleland.com  
(910) 726-3141

Late submittals will not be accepted. The Town of Leland reserves the right to, in the Town's sole discretion, accept or reject any or all submissions, waive technicalities, and make decisions as it deems in its own best interest. This RFQ does not obligate the Town to pay any cost incurred by Firms in the preparation and submission of a submittal, nor does it obligate the Town to accept or contract for any expressed or implied services.

Questions and RFIs regarding the submittal specifications should be directed to Christie Schreckengost, Project Manager, in writing, at [cschreckengost@townofleland.com](mailto:cschreckengost@townofleland.com) no later than **Thursday, February 20, 2024**.

## SECTION 1: SCOPE OF SERVICES

### A. BACKGROUND AND PURPOSE

The Town of Leland was awarded federal funds from the Fiscal Year 2023 STBGP-DA Program for the design, permitting, right of way acquisition, and construction of the U.S. Highway 17 Pedestrian Crossing project. The project will include an at-grade pedestrian crossing on U.S. Highway 17 at the intersection of Ploof Road/Olde Waterford Way, in addition to approximately 300-feet of sidewalk on the northeast side of Olde Waterford Way to connect to the existing sidewalk network within the commercial area of Waterford and beyond. The pedestrian crossing and associated sidewalk will

create the only pedestrian crossing across the multi-lane highway and connect the pedestrian facilities on both sides of the highway, which are continuing to develop with residential and retail infrastructure.

## **B. SCOPE OF SERVICES**

The scope of professional services include, but is not necessarily be limited to, the following:

- Preparation of design plans and specifications for NCDOT STBG-DA project including civil and traffic engineering, streets, utilities, stormwater, bicycle and pedestrian pathways, sidewalks, crosswalks, curb ramps, new facility design, and existing facility renovations, upfits, and re-designs.
- Preparation of final construction documentation, advertisement, bidding, and construction administration services.
- Provision of surveying, geotechnical, and consulting services.
- Provision of environmental and transportation resiliency consulting services.
- Provision of permitting services not limited to NCDOT Encroachment and driveway permits, State stormwater and erosion control permits, Town of Leland permits, FEMA Floodplain permits, Army Corps of Engineering permits, and permits related to construction.
- Provision of surveying, mapping, and modeling services.
- Preparation of legal descriptions, boundary surveys, and other associated survey documents that may be needed for title preparation, deeds, easement, and right-of-way purposes.
- Review and preparation of mapping and modeling scenarios and studies.
- Preparation of Engineering and Construction cost estimates.
- Attendance and facilitation of public meetings and public hearings with NCDOT, Town Council, Town Planning Board, Town Staff, residents, and other stakeholders.
- Preparation of various transportation studies including traffic impact analyses and signal study.
- All services provided shall be in compliance with Title II of the Americans with Disabilities Act (ADA).
- The primary firm and/or subconsultant firm(s) shall be pre-qualified by NCDOT to perform all or any combination of the discipline work codes listed below for the Town of Leland.

Discipline Work Codes required are:

- Code 032 Categorical Exclusions / Minimum Criteria Determination Checklist
- Code 337 Estimating
- Code 294 Roadway Foundation Investigation and Design
- Code 295 Structure Foundation Investigation and Design
- Code 433 Tier I Basic Hydrologic and Hydraulic Design
- Code 199 Route Location Surveys
- Code 235 Subsurface Utility Engineering
- Code 360 Topographic Surveying
- Code 361 Boundary Surveying
- Code 362 Easement Surveying

- Code 152 Pavement Design
- Code 269 Urban Roadway Design
- Code 026 Capacity Analysis; Level 1
- Code 155 Pavement Markings Plans
- Code 207 Signal Design
- Code 541 Traffic Management Plan – Level 1 and 2

Discipline Work Codes for each primary and /or subconsultant firm(s) shall be listed on the respective RS-2 Forms, see section “Consultant Certification Form RS-2”.

The NCDOT maintains on file the pre-qualifications and key personnel for each approved discipline, as well as any required samples of work. Each year on the anniversary date of the company, the firm shall renew their prequalified disciplines. If your firm has not renewed its application as required by your anniversary date or if your firm is not currently prequalified, please submit an application to the NCDOT prior to submittal of this RFQ. An application may be accessed on the NCDOT’s website at <https://connect.ncdot.gov/business/Prequal/Pages/Private-Consulting-Firm.aspx>. Having this data on file with the NCDOT eliminates the need to resubmit the data with each letter of interest.

Except as provided below any firm wishing to be considered must be properly registered with the Office of the Secretary of State and with the North Carolina Board of Examiners for Engineers and Surveyors. Any firm proposing to use corporate subsidiaries or subcontractors must include a statement that these companies are properly registered with the North Carolina Board of Examiners for Engineers and Surveyors and/or the NC Board for Licensing of Geologists. The Engineers performing the work and in responsible charge of the work must be registered Professional Engineers in the State of North Carolina and must have a good ethical and professional standing. It will be the responsibility of the selected private firm to verify the registration of any corporate subsidiary or subcontractor prior to submitting a Letter of Interest. Firms which are not providing engineering services need not be registered with the North Carolina Board of Examiners for Engineers and Surveyors. Some of the services being solicited may not require a license. It is the responsibility of each firm to adhere to all laws of the State of North Carolina.

The firm must have the financial ability to undertake the work and assume the liability associated therewith. The selected firm(s) will be required to furnish proof of Professional Liability insurance coverage in the minimum amount of \$1,000,000.00. The firm(s) must have an adequate accounting system to identify costs chargeable to the project.

**Proposed Contract Time:** Proposed contract time for the scope of services is two (2) years.

**Proposed Contract Payment Type:** Proposed contract payment type for the scope of services is a lump sum fee to perform the specific services required for the project.

### C. GENERAL INFORMATION

The RFQ may be advertised on one or more procurement websites so that it is open and competitive for all interested qualified Firms. In addition, the RFQ is advertised on the Town of Leland website at [www.townofleland.com](http://www.townofleland.com).

When responding to this RFQ, please follow all instructions carefully and exactly as directed. Firms should not deviate from the format, quantity, or content specified in the RFQ. Please submit documents according to the outline specified. Failure to follow these instructions may result in a submittal being considered non-responsive and may cause the submittal to be eliminated from consideration. Firms are also advised not to provide brochures, marketing, advertising, or any other unspecified promotional materials with specified required documents.

Negligence or error on the part of any Firm in preparing its submittal confers no right of modification of their submittal to this RFQ after the designated submittal deadline.

Failure to return the required documents and information specified in this RFQ may result in a determination that the submittal is non-responsive. All costs associated with preparing a submittal, including any mailing costs, publishing cost, etc. will not be reimbursed by the Town.

## SECTION 2: SUBMISSION REQUIREMENTS AND EVALUATION

### A. GENERAL REQUIREMENTS

- Direct contact with an employee of the Town regarding the contents of this RFQ, other than the designated individual, is forbidden. Violation may result in a determination that the Firm is ineligible for consideration for award.
- All submittals must be signed by an officer or employee having the authority to sign on behalf of the Firm.
- Any interlineations, alterations, or erasures of provided materials must be initialed by the signer of the submittal.
- Provision of a submittal by the Firm is not to be construed as an award or order.
- The Firm must show capability and experience performing all necessary work.

### B. QUALIFICATION SUBMISSION REQUIREMENTS

The Town will receive qualification submittals through Tuesday, March 5, 2024, at 3:00 p.m., Eastern Standard Time, at the address above. At that time, the Town will close the receipt of submittals and begin the evaluation process. Submittals received after the deadline **will not be accepted or considered**. The Town will not be held responsible for the failure of any mail or delivery service to deliver a qualification package prior to the stated submittal deadline.

**Firms should submit one original paper copy to the individual at the address listed in “Project Information”, along with an electronic (PDF) copy emailed to [cschreckengost@townofleland.com](mailto:cschreckengost@townofleland.com).** The package should be labeled in the following manner:

Town of Leland: U.S. Highway 17 Pedestrian Crossing Traffic Engineering & Design Services  
Company Name  
Company Address

It is solely the Firm's responsibility to ensure that they have received all information, documents, and addenda necessary to appropriately and fully respond to this RFQ prior to submitting and that the submittal is received at the correct location on time.

### **C. SUBMITTAL FORMAT REQUIREMENTS**

To facilitate the analysis of submittals, Firms should prepare their submittals according to the instructions outlined in this RFQ. Submittals should include straightforward, concise narratives to demonstrate an understanding of the Services required by the Town. Submittals shall not exceed 12 pages in length (not inclusive of the cover letter or appendices) and shall be typed on 8 ½" x 11" sheets, single-spaced. Submittals that provide innovative alternatives and creative approaches are encouraged. Any other information thought to be relevant but not applicable to the categories below may be provided as an appendix to the submittal.

Submittals should be organized into the following sections:

#### **1. Letter of Transmittal**

The letter should, at a minimum, acknowledge the Firm's intent to provide timely and professional services to the Town and identify the Firm's main point of contact for any communications regarding the submittal.

#### **2. Executive Summary**

Provide a brief narrative that delineates the Service(s) applied for, summarizes the submittal, and addresses the key benefits, qualifications, and capabilities of the Firm.

#### **3. Company Profile**

Provide a description of the Firm's history, ownership, business organization, financial status, overall qualifications and NCDOT pre-qualifications, products or services offered, and any relevant licenses held, if applicable.

- Provide evidence of registration and good standing with the North Carolina Secretary of State and State Boards governing applicable professional services required. In the case of out-of-state corporations, provide a Certificate of Authority as evidence of ability to do business in North Carolina.
- Describe the overall capability of the Firm to fully perform the contract requirements and the moral and business integrity and reliability which will assure the Town of good faith performance as required by these specifications.

#### **4. Understanding and Approach**

Provide a description of the Firm's understanding of the requirements contained in the Scope of Services described in this RFQ. This section should, at a minimum, address the following:

- Expression of the Firm's understanding of the services requested.
- Indication of any work or resources that are to be subcontracted or assumed to be provided by the Town.
- The Firm's approach to quality assurance and quality control.

**5. Key Personnel**

Identify all key personnel who will be assigned to the resulting contract and their role on the Firm's team. Describe each individual's experience, relevant licenses and/or certifications, relevant association memberships, and overall credentials related to the requested services. Also identify all subcontractors/sub-consultants who will support the work performed under the resulting contract and define their roles. The RFQ should clearly identify the office location where such personnel are stationed.

**6. Qualifications**

Demonstrate general qualifications and areas of expertise by providing a list of certifications (including NCDOT pre-qualifications) and brief examples of projects or work related to the scope of Services listed herein, with particular emphasis on projects located in North Carolina. Provide a minimum of three (3) references with knowledge of projects matching the scope of this RFQ. References should include primary contact person, name of project, a brief description of the project, initial schedule versus actual schedule and any difficulties or successes experienced.

**7. Project Schedules**

Provide an explanation of how the Firm establishes a project schedule and what methods the Firm uses to ensure the schedule is met. If a contract is awarded, the selected Firm must be able to begin work immediately and move promptly toward completing the Service(s) requested. Describe the Firm's capacity to complete the requested services in a timely manner and note the current workload, backlog, and anticipated work within the next year.

**8. Standard Fee Schedule**

Include a list of hourly billing rates by position such as Principals, Construction Administrators, Designers, Contract Administrator, Project Manager, Licensed Surveyor, Survey Technician, Survey Crew, CAD Operator, Clerical, Intern, etc., including sub-consultants. Also, include a schedule of eligible reimbursable expenses, such as: mileage, printing costs, courier, etc. Provide a statement of how long these fee rates will remain in effect, and if applicable, the annual rate at which they may increase.

**9. Why your firm?**

Provide any additional information to explain why the Firm is best suited to provide Services to the Town of Leland.

**10. Consultant Certification Form RS-2:**

A completed Form RS-2 shall be submitted with the firm's Letter of Interest.

Submit Form RS-2 for the following:

- Prime Consultant firm - Prime Consultant Form RS-2, latest revision;
- All Subconsultant firms to be, or anticipated to be, utilized your firm – Subconsultant Form RS-2.

Complete and sign each Form RS-2 (instructions are listed on the form).

In the event the firm has no subconsultants, it is required that this be indicated on the Subconsultant Form RS-2 by entering the word “None” or the number “Zero” and signing the form.

The required forms are available at:

<https://connect.ncdot.gov/business/consultants/Pages/Guidelines-Forms.aspx>

Prime Consultant Form RS-2

Subconsultant Form RS-2

### SECTION 3: METHOD OF EVALUATION

The criteria used to evaluate the submittals will include, but not be limited to, the following (items are not listed in order of importance):

**1. Firm Experiences/Reputation/Workload (25%)**

The experience of the Firm in similar work and record of successful results of that work will be analyzed. Also considered will be the Firm’s ability to take on additional work, demonstrated understanding of the Town’s goals and purposes of the projects, specific management approach, how well the Firm’s organizational structure shows sufficient depth of its present workload, and the firm’s ability to offer the breadth and quality of services required for the Town’s projects. Additionally, the Firm’s successful experience performing other services for the Town on past and current projects may be considered.

**2. Experience of the Personnel Assigned to this Project Team (30%)**

The Town will give considerable weight to the individual qualifications of the project team members who will perform the requested services. Consideration will include qualifications of key personnel, project team members’ individual experience and other qualifications, project manager’s experience, and sub-consultant’s (if applicable) individual experience and NCDOT Pre-qualifications.

**3. Understanding of the Statement of Work (25%)**

The ability of the Firm to outline a realistic approach to municipal and NCDOT Locally Administered project planning, design, and management will be considered; as will the proposed approach for performing the Services, including demonstrated understanding of the scope of Services and potential associated problems. A comprehensive understanding of local conditions related to municipal and NCDOT Locally Administered projects and development of engineering documents will be considered.

**4. Schedule (10%)**

Available resources to complete the project, including the analytical, design tools, personnel, resources, or methodologies commonly used by the Firm that may be applicable will be considered. Consideration will be given to the Firm’s availability to complete the project within a reasonable and desired timeframe.



**5. Work Performed is within Close Proximity to the Town (5%)**

The Firm's location and ability to perform the work within close proximity to the Town will be considered.

**6. Response (5%)**

Responsiveness to the RFQ, including any additional documents submitted will be considered.

## **SECTION 4: SELECTION PROCESS**

After Submittals are received and reviewed, the Town may select up to three (3) firms to interview before making a selection. The Town will evaluate the responses deemed the most qualified for the project and in the best interest of the Town. After making a selection, the Town will attempt to negotiate a fair and reasonable contract price and will solicit lump sum fee submittals from the qualified preferred Firm to provide Services for the project. After reviewing the fee submittals from the qualified preferred Firm to perform the Services, the Town may, in its sole discretion, issue a contract agreement for a lump sum fee to perform the specific services required for the project.

The Town may withdraw this RFQ, reject submittals submitted in response to this RFQ, or any portion thereof, at any time prior to an award, and the Town is not required to furnish a statement of reason as to why a particular qualification was not deemed to be the most advantageous to the Town.

### **CLARIFYING QUALIFICATIONS DURING EVALUATION**

During the evaluation process, the Town has the right to request clarification, as needed, to understand a Firm's view and approach to the Services. Any clarifications to the submittal made before executing the contract will become part of the final contract.

### **INTERVIEWS**

After the initial evaluation of the statements of qualifications, the Town may elect to interview up to three (3) Firms. The purpose of this interview will be to meet the proposed Project Team, become familiar with key personnel and/or with the selection strategy proposed by the submitter and to understand the Firm's project approach and ability to meet the stated objectives for the Services. Short-listed Firms should be prepared to discuss, with specificity, their capacity to conduct this work in compliance with the Services. If the Town elects to conduct interviews, the Town will notify each short-listed Firm to schedule individual times for the interviews.

### **SELECTION SCHEDULE**

The selection of an engineering firm to provide the desired scope of services will follow the below process. **Dates are subject to change.**

- February 1, 2024: RFQ release date.
- February 22, 2024: Deadline for questions and RFIs.
- March 5, 2024: Submission of a proposal in response to this RFQ.
- March 15, 2024: The Town will short-list engineering firms up to three (3) firms.

- March 18-22, 2024: The Town may conduct oral interviews with the short-listed firms.
- April 5, 2024: The Town will select an engineering firm to provide desired services and make a recommendation to Town Council for approval.
- April 18, 2024: Town of Leland Town Council will approve the selected engineering firm at their monthly Town Council Meeting

## **INSURANCE**

The Preferred Firm must keep and maintain insurance for the duration of the Project including, but not limited to, commercial general liability, automobile liability, workers' compensation, employer's liability, and umbrella coverage with at least the minimum limits shown below. All Firms responding to this RFQ shall furnish the Town with certificates of insurance for each type of insurance described herein.

Commercial General Liability:	\$1,000,000 per Occurrence
Commercial Auto Liability:	\$1,000,000 Combined Single Limit
Excess (Umbrella) Liability:	\$1,000,000
Workers' Compensation:	Statutory
Employer's Liability:	\$1,000,000 Each accident/Total disease/Employee disease

The Town reserves the right to negotiate different limits and coverage in the final contract agreement.

All insurance companies must be authorized to do business in North Carolina with a Best rating A-VIII or higher. The Town shall be named and endorsed as an additional insured on all preferred Firms' commercial general liability and excess liability insurance policies.

## **EQUAL OPPORTUNITY**

The Town of Leland is an Affirmative Action/Equal Opportunity Employer and encourages submittals from minority-owned Firms.

## **NO GRATUITIES**

Respondents shall not offer any gratuities, favors, or anything of monetary value to any official or employee of the Town for the purpose of influencing this selection. Any attempt by a Respondent to influence the selection process by any means, other than disclosure of qualifications and credentials through the proper channels, will be grounds for exclusion from the selection process.

## **ALL INFORMATION TRUE**

By submitting a response, Firms represent and warrant to the Town that all information provided in the submittal is true, correct, and complete. Firms who provide false, misleading, or incomplete information, whether intentional or not, in any of the documents presented to the Town of Leland for consideration in the selection process may be excluded.

## **E-VERIFY COMPLIANCE**

The contract will require that the preferred Firms and subcontractors comply with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes consistent with state law requirements for municipal contracts.

As required under N.C.G.S. § 143-48.5, the undersigned Vendor certifies that it, and each of its subcontractors, if any, for any contract awarded as a result of this RFQ, complies with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes, including the requirement for each employer with more than 25 employees in North Carolina to verify the work authorization of its employees through the federal E-Verify system.

### **MINIMUM NUMBER OF RESPONSES**

In order to consider submittals, the Town must receive at least three (3) responses to the RFQ. If the Town receives fewer than three (3) responses, the Town will re-advertise the RFQ according to the means required by North Carolina General Statutes. After the second solicitation, the Town may consider submittals even if three (3) are not received and will follow the same procedures used for the initial solicitation.

It is the intention of the Town to be fair and equitable in its dealings with all candidates for selection. The Town reserves the right to accept or reject any or all submittals and any other documents submitted in response to this RFQ with or without cause. Issuance of this RFQ does not commit the Town of Leland to award a contract, to pay any costs incurred in preparation of a submittal, or to procure or contract for related services or supplies.

#